

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 10.06.00  
SUBJECT: MISSING PERSONS  
EFFECTIVE: MAY 23, 2008  
REVIEW: MAY 2009, 2010, 2011, 2012, 2013

1. POLICY. The department will investigate all complaints of missing or runaway persons.
2. TYPES OF MISSING PERSONS. Missing persons generally fit into one of three areas:
  - A. Runaway juveniles;
  - B. Individuals who are missing and possibly endangered due to diminished mental capacity. This may be a result of either age or illness.
  - C. Persons missing under suspicious circumstances include:
    - 1) Victims of crime.
    - 2) Individuals who have chosen not to have contact with the complainant.
3. An officer being dispatched to a report of a missing person shall promptly contact the complainant. The officer shall quickly determine which of the three areas the missing person fits into. The officer shall notify the on-duty supervisor of the circumstances involving the missing person as soon as possible. If the person is a missing juvenile 12 years of age or younger, or considered "endangered", a patrol lieutenant will be notified. (See Subsection C.) An appropriate response plan will be developed, including consideration of additional notifications, such as the public information officer, Criminal Investigation Division, and Senior Command staff, and search resources and parameters. A written report will be completed by the officer as soon as practical.
  - A. If the report is that of a runaway juvenile, the responding officer will ask that a case number be assigned for a runaway juvenile report.
    - 1) A parent or guardian will be asked to sign the incident report if the parent or guardian wants the child picked up and held if a police agency comes in contact with the runaway. The report shall so state. Information on this runaway juvenile will then be entered into LEDS/NCIC not more than 12 hours after the person is

reported as missing. Once the person is located, the information should immediately be removed from LEDS/NCIC.

- a. The officer should stress with the parent or guardian that they need to notify the Police Department if the runaway juvenile returns.
- 2) If a runaway juvenile report is filed by any of the following agencies, the officer will not require that the report be signed before entering information into LEDS/NCIC:
- a. Juvenile Department;
  - b. Department of Human Services; or
  - c. Shelter Care Facilities.
- B. All runaway reports entered into LEDS/NCIC shall include a message providing the recipient with information as to what action is to be taken (i.e., pickup and hold, contact agency, contact parent).
- C. If the officer determines that the missing person is endangered due to age, diminished capacity, or any other reason, or the officer determines there are suspicious circumstances relating to the missing person, the officer shall make every attempt to gather the information listed below. Officer(s) shall consider whether or not the circumstances meet the criteria for an Amber Alert (See GO 10.06.01):
- Full name and date of the birth of the missing person.
  - A physical description of the missing person;
  - Blood type of the missing person;
  - Drivers license number, permit number or other identification of the person;
  - Social Security number of the person;
  - Recent photograph of the person;
  - Description of the clothing the missing person is wearing;
  - Telephone numbers, e-mail addresses or any other form of electronic messaging information the person may have i.e., MySpace, Facebook, Internet, access to computer;
  - A description of any vehicle the missing person has or may have been riding in;
  - Any history of the missing person doing this before;
  - Access to weapons;
  - When they were last seen;
  - Where they were last seen;
  - Who saw them last;
  - Mental state of the missing person;
  - Medical requirements of the missing person;

D. In addition to the information above, the responding officer may request additional information, including but not limited to:

- Description of items the missing person may have taken with them;
- Name and address of school(s) the person attends;
- Name and address of the person's employer;
- Name and address of the missing person's primary care physician and dentist;
- Ability to travel - are they mobile/can they ride the bus or drive;
- Who will remain at the residence to be contacted;
- State of person's current relationships;
- Status of person's current employment and co-workers;
- Friends in and out of the area - have they been contacted;
- Relatives in and out of the area - have they been contacted;
- Money available to the missing person;
- Credit card available to the missing person;
- Recent non-typical behavior of the missing person;
- Personal items missing

After obtaining the information, the officer shall brief his/her supervisor on the status of the call. If at all possible, this briefing will be done before the officer leaves the call location. The officer will ensure with Records Division personnel that a LED's entry is made not more than 12 hours thereafter. The supervisor will contact the CID supervisor at that time.

E. When engaged in an investigation regarding a missing person, it is important to keep in mind the following:

- 1) Some people may tend to over-react to a tardy arrival or an unexplained absence. The police, however, cannot ignore such reports and must diligently and efficiently investigate such complaints so that emphasis can be placed on those cases that truly require in depth investigation.
- 2) It should be remembered that missing persons are not fugitives and often have voluntarily left home for personal reasons. The person making a report of a missing person may be reluctant to inform the police of any marital, parental, or mental problems.
- 3) Reports of lost children and elderly persons are a particularly difficult police problem as there is always a danger that they may have been injured, molested, or abducted. Despite the fact that most lost children or elderly persons generally turn up safe, any hesitancy on the part of the police to initiate an immediate and thorough search could jeopardize the safe return of a victim as well as subject the department to severe criticism.
- 4) The investigating officer shall make a follow up contact no less than once every two (2) weeks with the reporting party to determine if the person of interest has been

located, is still missing without reason, or is a victim of crime. Each contact with the reporting party will be documented on a report. If the investigating officer finds that the reported missing person has not been located 30 days after the missing person report was made, the officer shall complete the following:

- a. Attempt to obtain a DNA sample of the missing person;
- b. Attempt to obtain any documentation necessary for use in conducting searches of DNA databases;
- c. Forward the DNA sample to the Oregon State Police Crime Laboratory;
- d. Advise the supplier of the missing person's DNA that a request for the DNA's destruction may be made to the Oregon State Police, in writing, once the missing person has been found or identified.
- e. Advise the supplier of the missing person's DNA that the DNA will not be used for any other purpose than to help locate or identify the missing person.

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Chief of Police

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Date